UKAD
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DCO ADAMS User Guide

QAP 13-13 V5
January 2013

Not Protectively Marked

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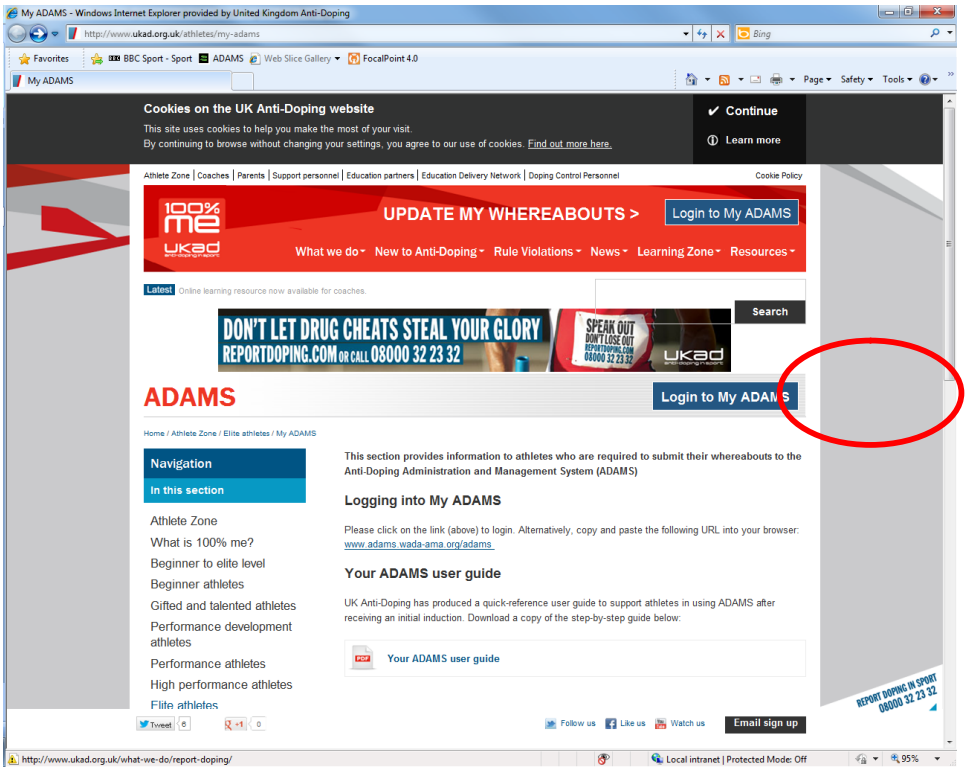
Accessing ADAMS

To access ADAMS, the following URL should be entered into your web browser:

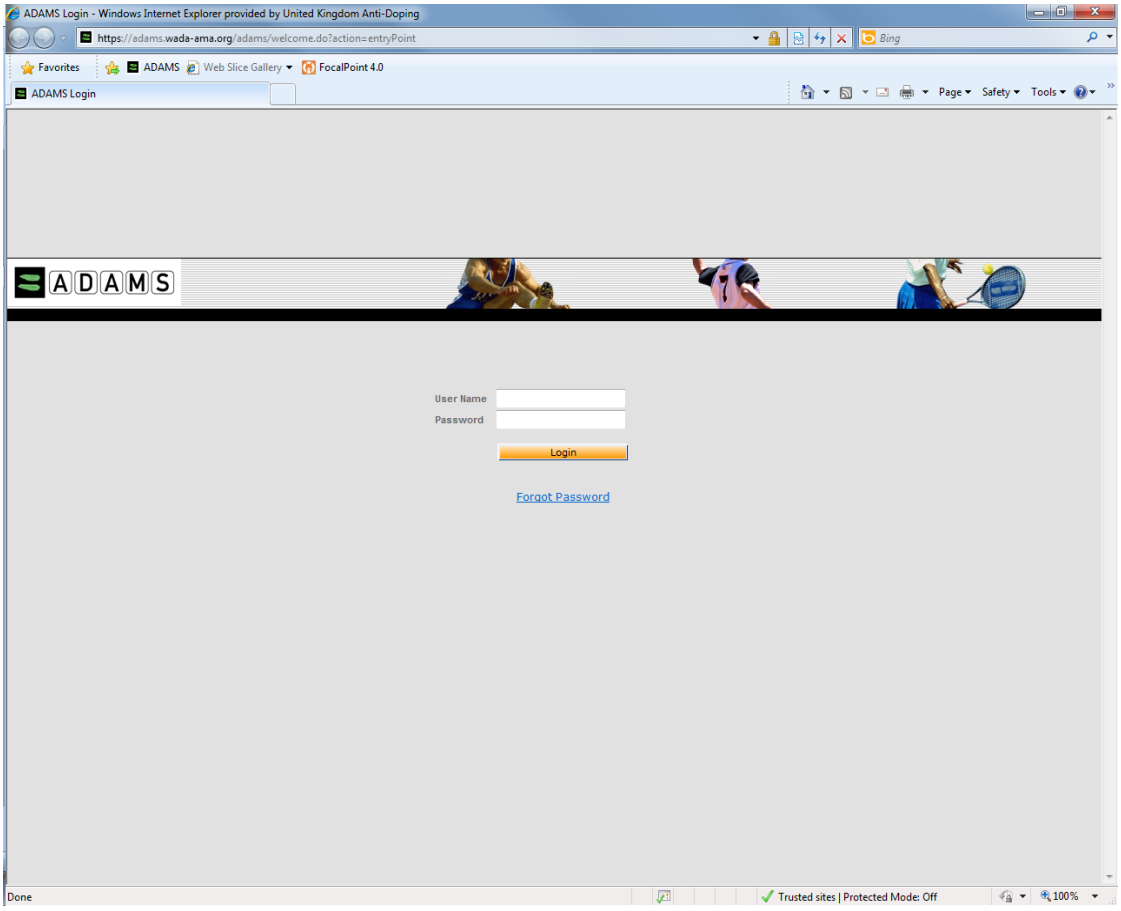
www.myadams.co.uk


My ADAMS - Windows Internet Explorer provided by United Kingdom Anti-Doping
Cookies on the UK Anti-Doping website
This site uses cookies to help you make the most of your visit.
By continuing to browse without changing your settings, you agree to our use of cookies. Find out more here.
Continue
Learn more
UPDATE MY WHEREABOUTS >
Login to My ADAMS
What we do
New to Anti-Doping
Rule Violations
News
Learning Zone
Resources
Search
DON'T LET DRUG CHEATS STEAL YOUR GLORY
REPORTDOPING.COM OR CALL 08000 32 23 32
ADAMS
Login to My ADAMS
Navigation
In this section
Athlete Zone
What is 100% me?
Beginner to elite level
Beginner athletes
Gifted and talented athletes
Performance development athletes
Performance athletes
High performance athletes
Elite athletes
This section provides information to athletes who are required to submit their whereabouts to the Anti-Doping Administration and Management System (ADAMS)
Logging into My ADAMS
Please click on the link (above) to login. Alternatively, copy and paste the following URL into your browser:
www.adams.wada-ama.org/adams
Your ADAMS user guide
UK Anti-Doping has produced a quick-reference user guide to support athletes in using ADAMS after receiving an initial induction. Download a copy of the step-by-step guide below:
Your ADAMS user guide
Email sign up

This page acts as a home page for UK Anti-Doping to communicate messages regarding site availability, and for Athlete resources such as the Online Tutorial and User Guide. It is good practice to use this page to access the ADAMS website by clicking on the button as indicated.

Alternatively, copy and paste the following URL into your browser: www.adams.wada-ama.org/adams

NOTE: You can add this to your favourites websites by; clicking on 'favourites' and adding to favourites list.

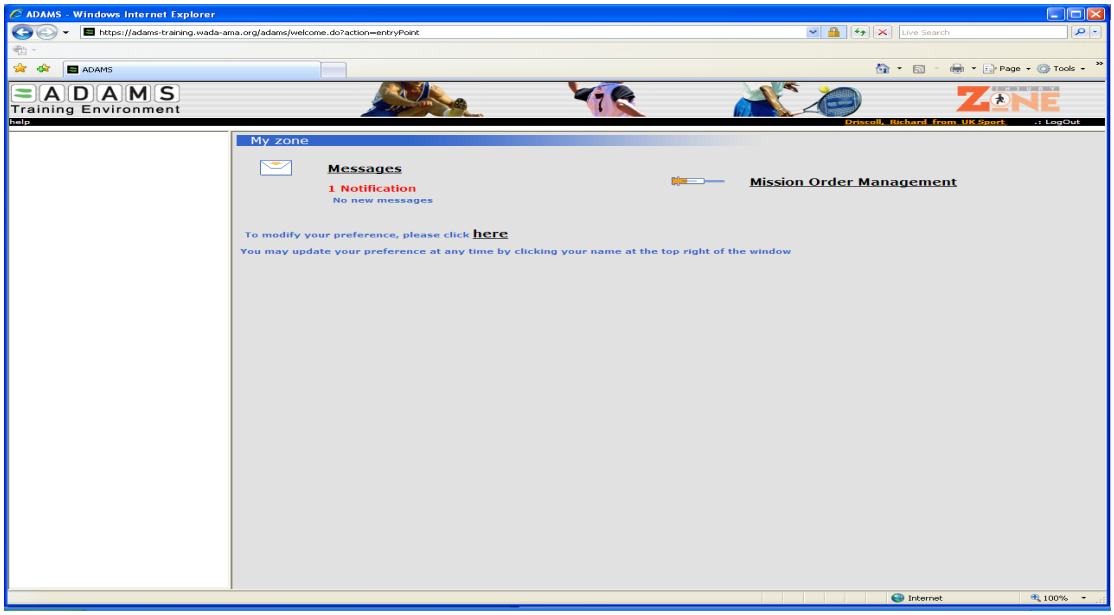


Enter your user name and password exactly as it is provided to you. Passwords and User Names are case sensitive.

Your password will be issued to you securely and you will be prompted to change it the first time to access the system. When you do this you should choose a password that is at least 8 characters long.

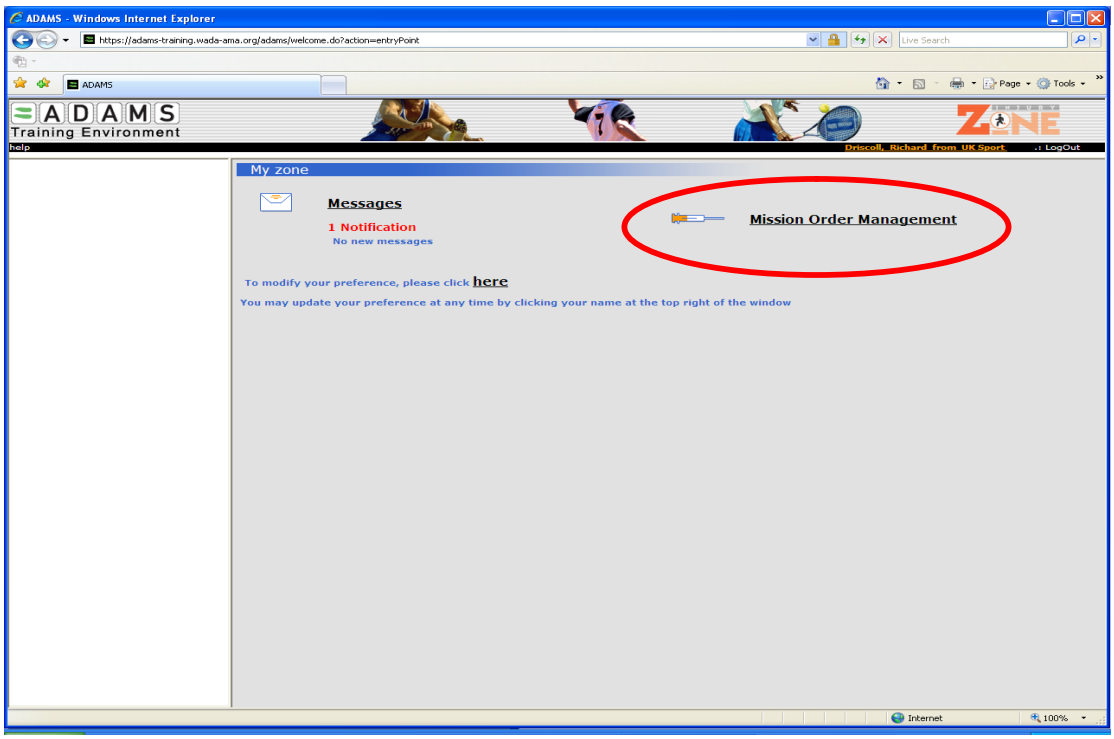
You will then be taken to the 'My Zone' page.

‘My Zone’

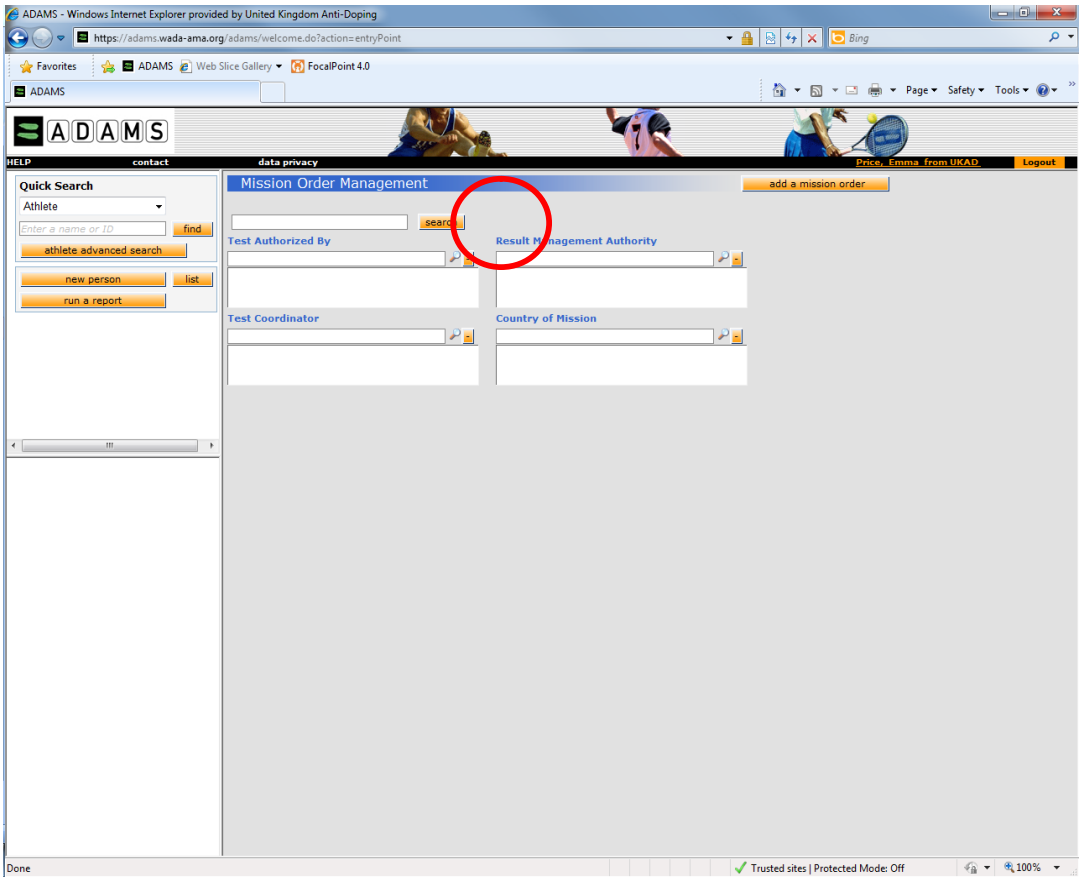


My Zone is the menu page and you will have access to ‘Mission Order Management’ and ‘Messages’.

To view ‘Mission Orders’ allocated, click Mission Order Management.



And then click on the search button:



This will then display all the Mission Orders that you are allocated as the Lead DCO for In-Competition or Squad tests or as the DCO for Out-of-Competition Tests.

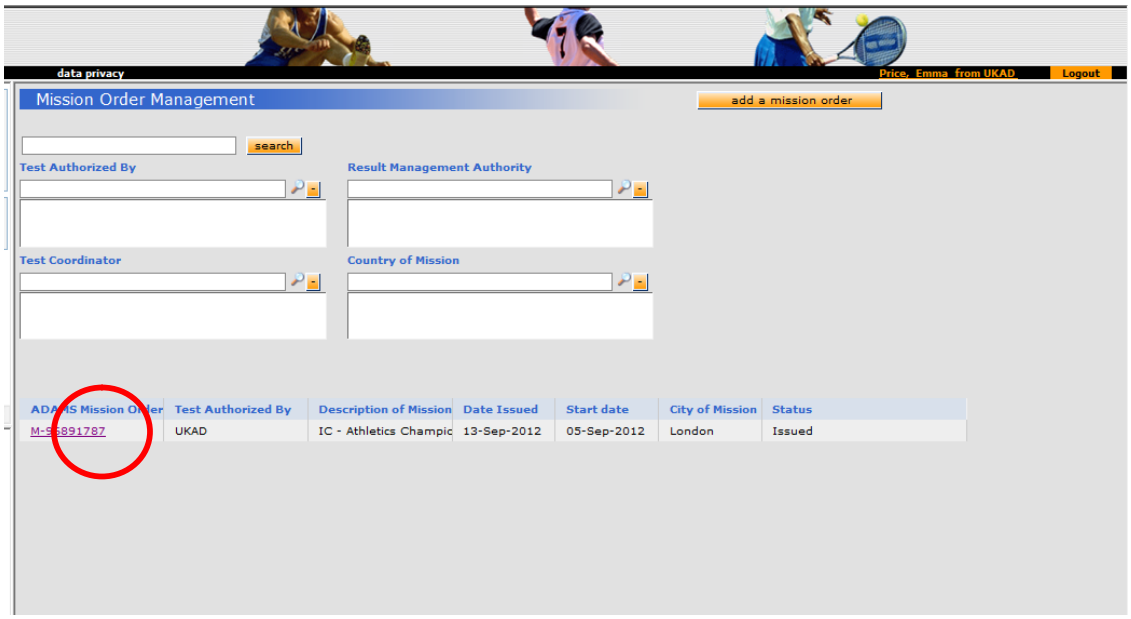
If you know the name of an athlete or event you have been asked to test then you can enter that name into the text box and select search.

NOTE: when you are **NOT** the Lead you will receive an email from the office with the following information:

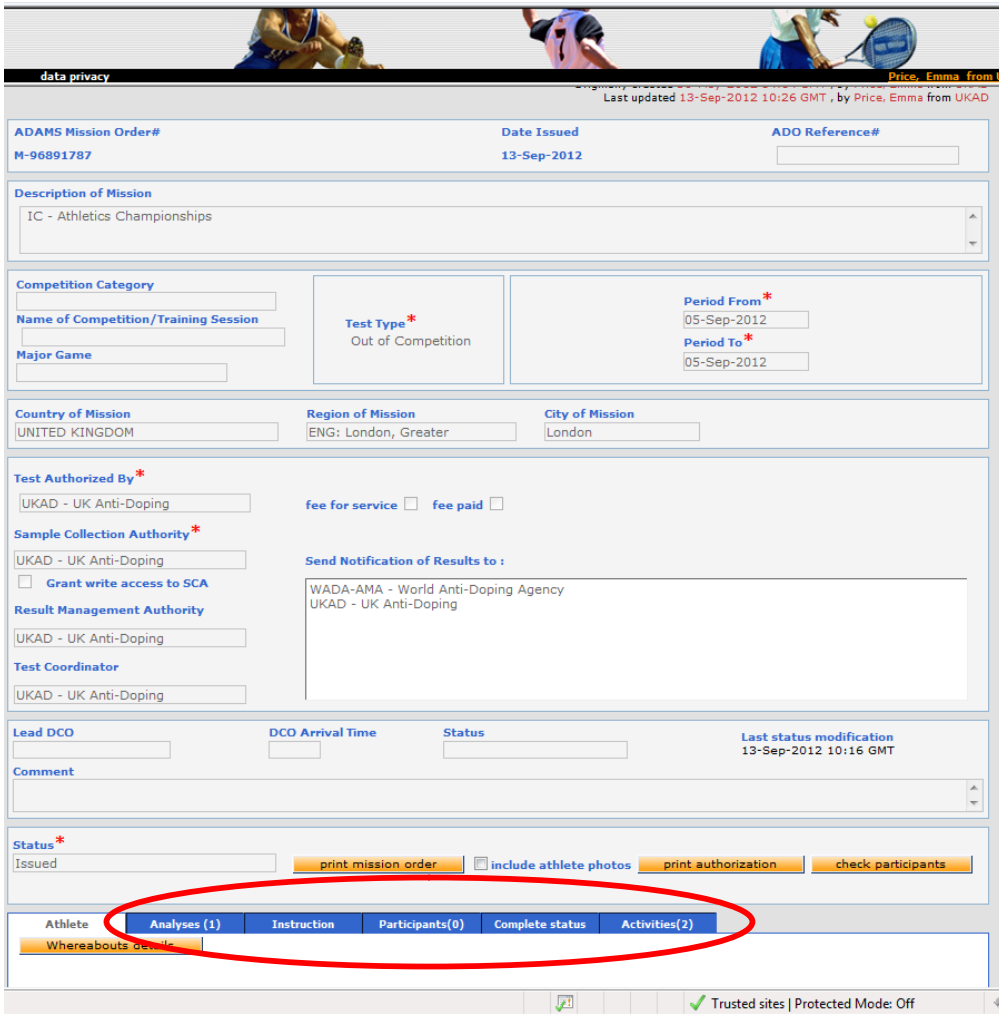
- Date of Test
- Venue
- Event
- Arrival Time
- Lead DCO and their Contact details
- Fellow team members

You will **NOT** receive any authorisation letter nor receive access to ADAMS.

To access individual Mission Orders click on the hyperlink on the left hand side of the Mission Order details.

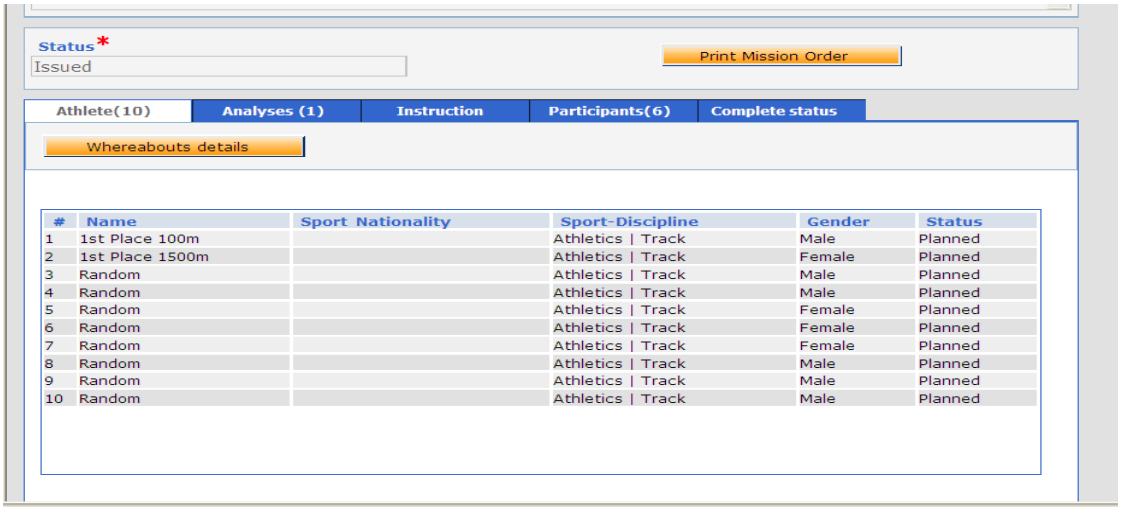


The full details are then available as a read only page of information



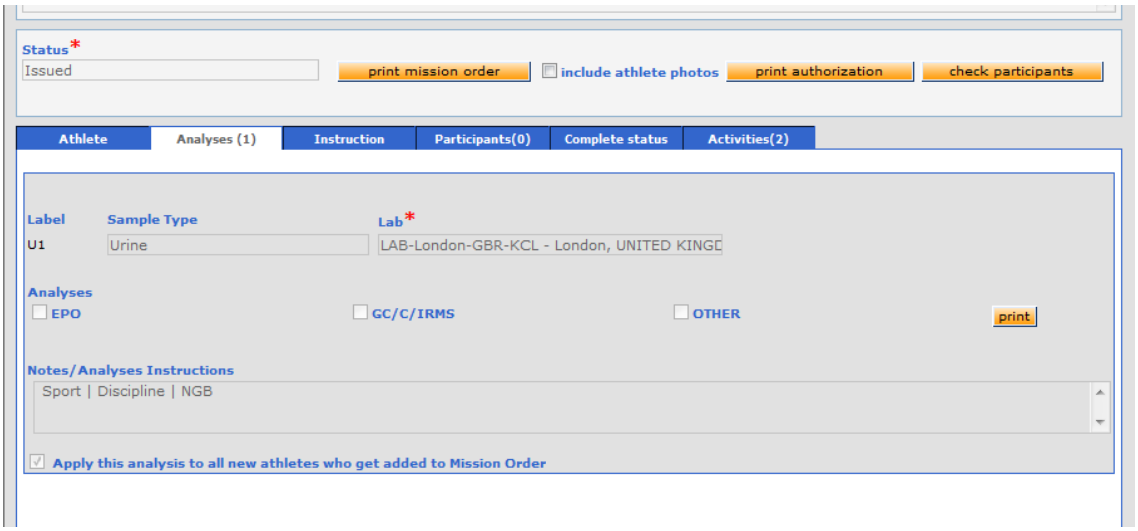
From this page you can view the following by clicking on the tabs titled:

Athlete Selection


Status*
Issued
Print Mission Order
Athlete(10)
Analyses (1)
Instruction
Participants(6)
Complete status
Whereabouts details
Name Sport Nationality Sport-Discipline Gender Status
1 1st Place 100m Athletics | Track Male Planned
2 1st Place 1500m Athletics | Track Female Planned
3 Random Athletics | Track Male Planned
4 Random Athletics | Track Male Planned
5 Random Athletics | Track Female Planned
6 Random Athletics | Track Female Planned
7 Random Athletics | Track Female Planned
8 Random Athletics | Track Male Planned
9 Random Athletics | Track Male Planned
10 Random Athletics | Track Male Planned

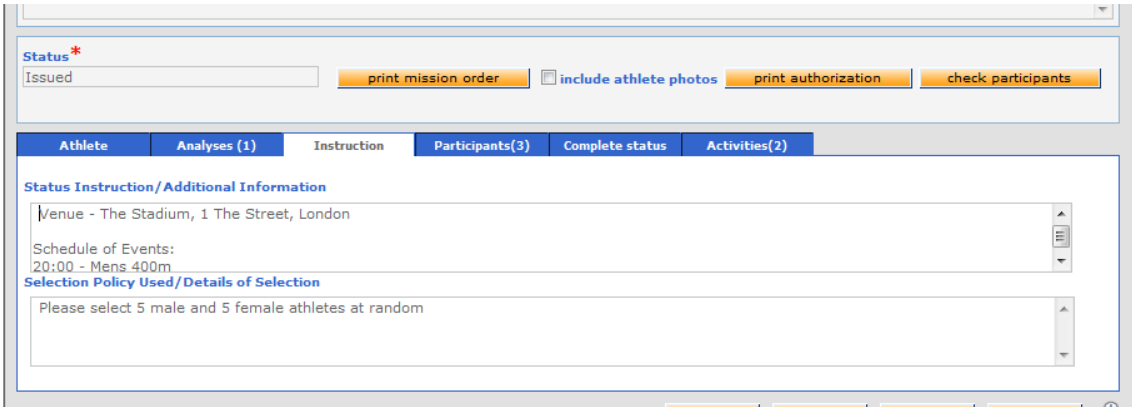
By clicking the 'Athlete' tab you will see the number of tests requested and the method of selection e.g. named athlete, place in a race or random. The gender of the athlete will also be shown.

Analysis



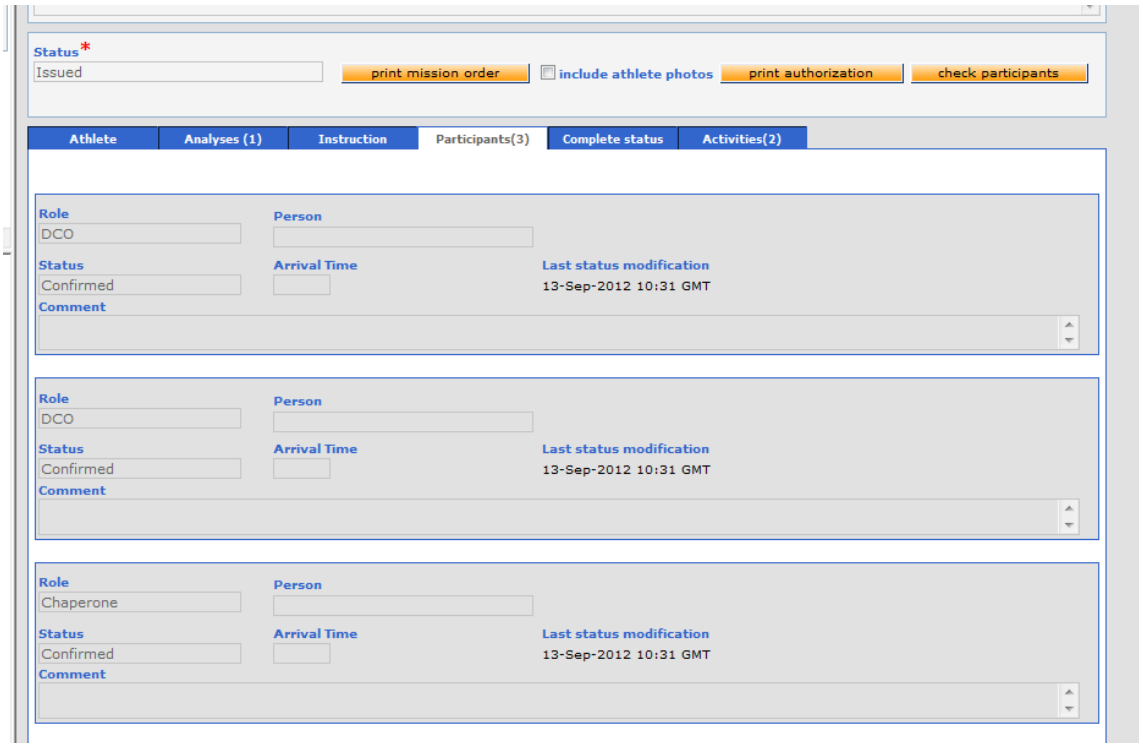
This tab will highlight the type of sample and the lab which the samples are to be sent.

Instructions



The instructions tab lists all additional information and the selection policy.

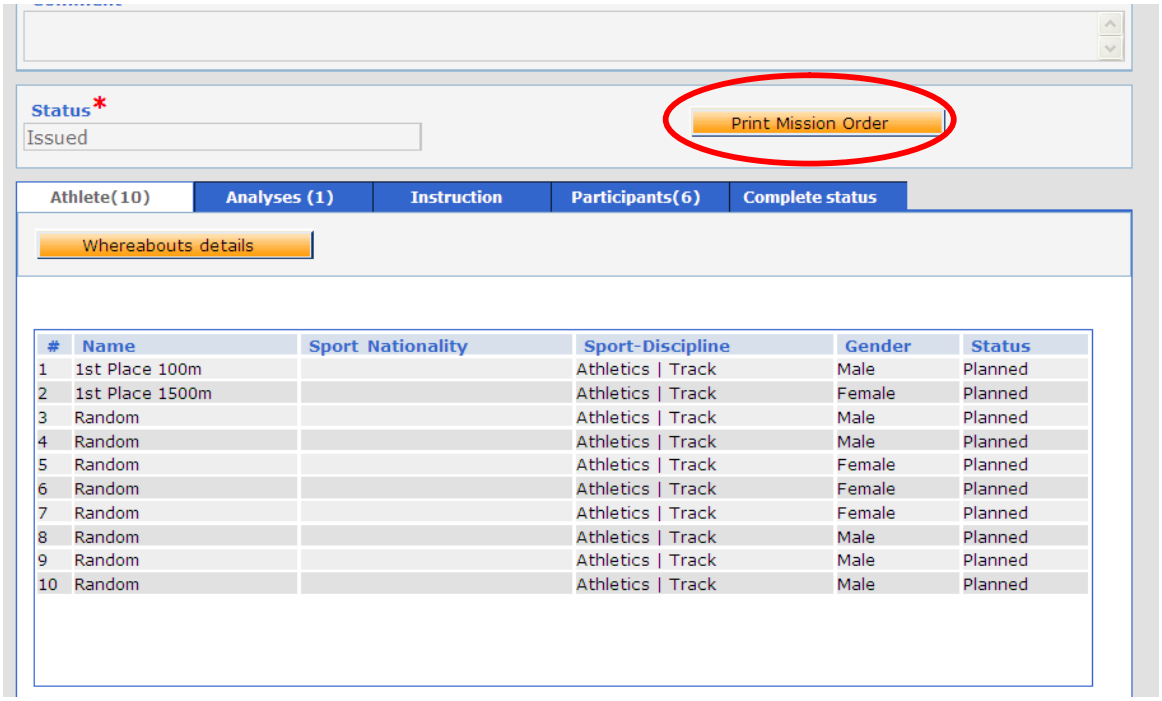
Participants



The 'Participants' tab lists all the Doping Control Personnel that are allocated to that mission. Other attendees such as IF/ NGB reps will be listed under the 'Instructions' tab.

All the information contained in these tabs is contained on the actual printed Mission Order.

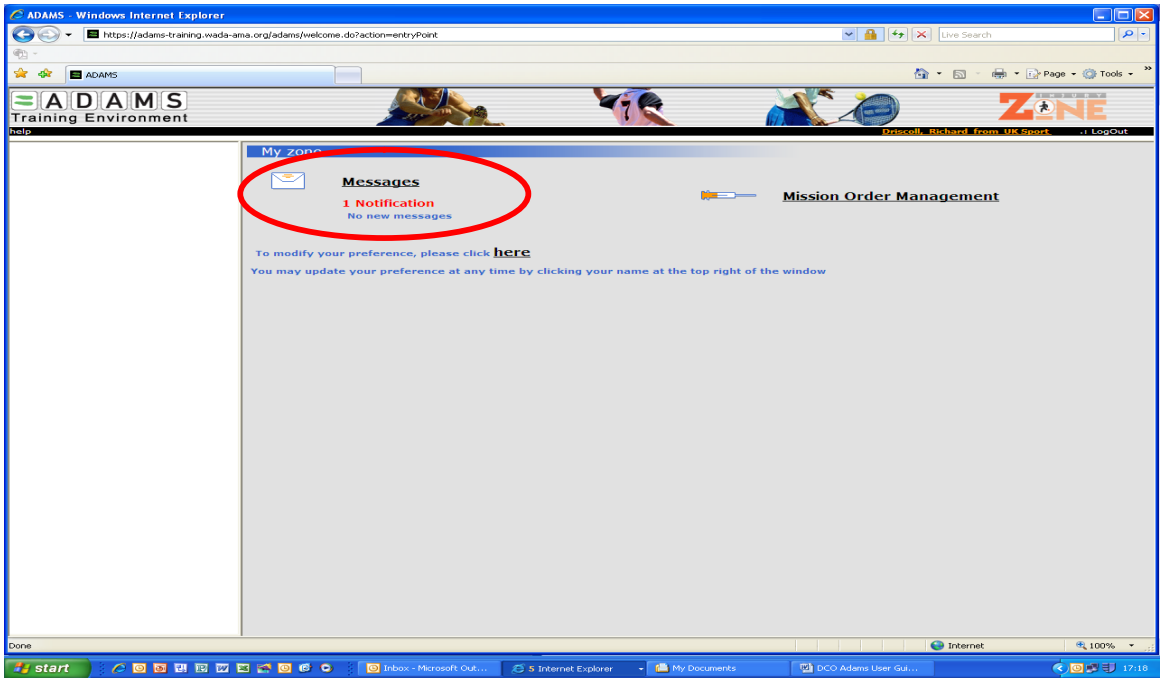
1. Printing the Mission Order


Status*
Issued
Print Mission Order
Athlete(10)
Analyses (1)
Instruction
Participants(6)
Complete status
Whereabouts details
Name Sport Nationality Sport-Discipline Gender Status
1 1st Place 100m Athletics | Track Male Planned
2 1st Place 1500m Athletics | Track Female Planned
3 Random Athletics | Track Male Planned
4 Random Athletics | Track Male Planned
5 Random Athletics | Track Female Planned
6 Random Athletics | Track Female Planned
7 Random Athletics | Track Female Planned
8 Random Athletics | Track Male Planned
9 Random Athletics | Track Male Planned
10 Random Athletics | Track Male Planned

By clicking on the 'Print Mission Order' button all the details contained on the page will be printed. A copy of the Mission Order should be taken to the event should there be an issue where clarification is sought. This can be returned with the Event Paperwork.

NOTE: Only Lead DCOs and Out-of-Competition DCOs will be given access to Mission Orders and they can only be viewed by Adobe Acrobat reader (which can be downloaded free from the Internet).

Notifications


ADAMS - Windows Internet Explorer
https://adams-training.wada-ama.org/adams/welcome.do?action=entryPoint
ADAMS
Training Environment
Messages
1 Notification
No new messages
Mission Order Management
To modify your preference, please click here
You may update your preference at any time by clicking your name at the top right of the window

By accessing 'Messages' you will gain access to retrieve all Notifications of 'Mission Orders' allocated to you. This will replicate all MO's stored in Mission Order Management but allow you to manage these as and when they are issued to you.

Accessing Messages

Your messages can be accessed by clicking on 'Notifications' and then 'Received'. The number of messages you have will be highlighted.

Once you have received notification of a new Mission Order then you can delete this message. Similarly if a Mission Order has been cancelled then you will also receive a Notification and the message will state that the MO has been removed. Finally if you have been taken off a Mission Order you will again receive a notification stating this.

By clicking on the subject title and then the hyperlink 'Mission Order' you will be taken into the Mission Order area in the same way as accessing a Mission Order from the Mission Order Management route (Point 8 above).

NOTE: When you access a Mission Order through this route and press close on the top right, the mission order details will also close. Please don't worry as you can still re-access using either the same method or via Mission Order Management.

As best practice, please keep your inbox clear of old Mission Orders by using the delete function. To delete individual messages please check the box to the left of the message and then click delete. If you wish to delete all messages then you can check the box to the left of the Sender title to select all messages and again press delete. If you have numerous messages then the delete button may not be visible. In this case you will have to scroll down.

Out-of-Competition Missions and Athlete Whereabouts

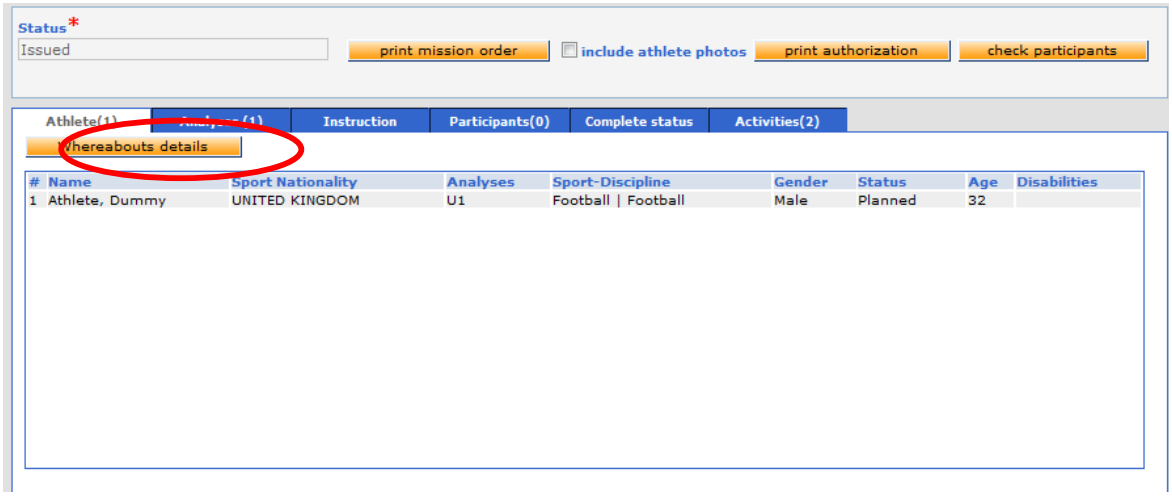
To view the Out-of-Competition Mission Orders allocated to you, follow the steps detailed above.

The full details are then available as a read-only page of information

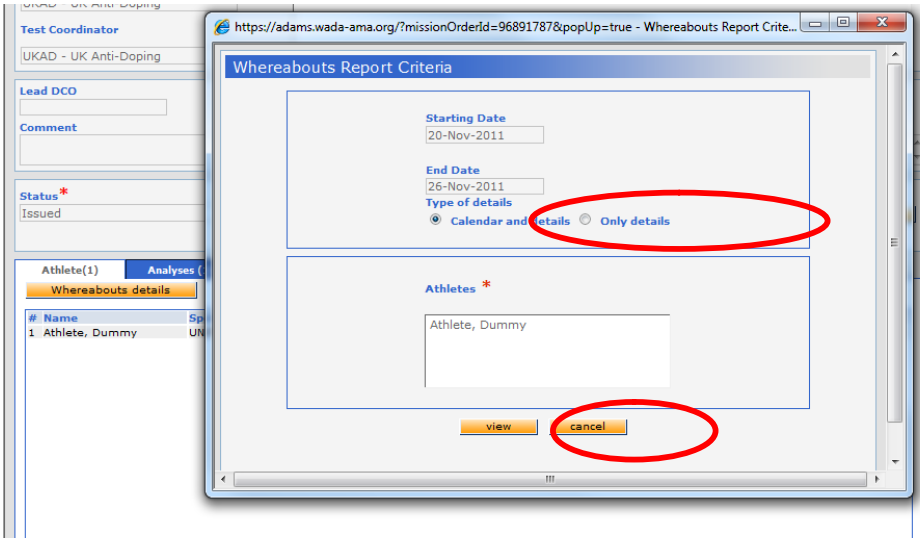
Always refer to the 'Instructions' tab. This will give you any pertinent information you will need to know about the Athlete and the test you are about to carry out, including;

- The date(s) which to attempt the test
- Whether the test is to be attempted 'In Hour' or 'Out of Hours'
- Whether you are required to take a chaperone with you
- Any residence information
- Any additional information relating to if the athlete is a minor, has a disability, etc.

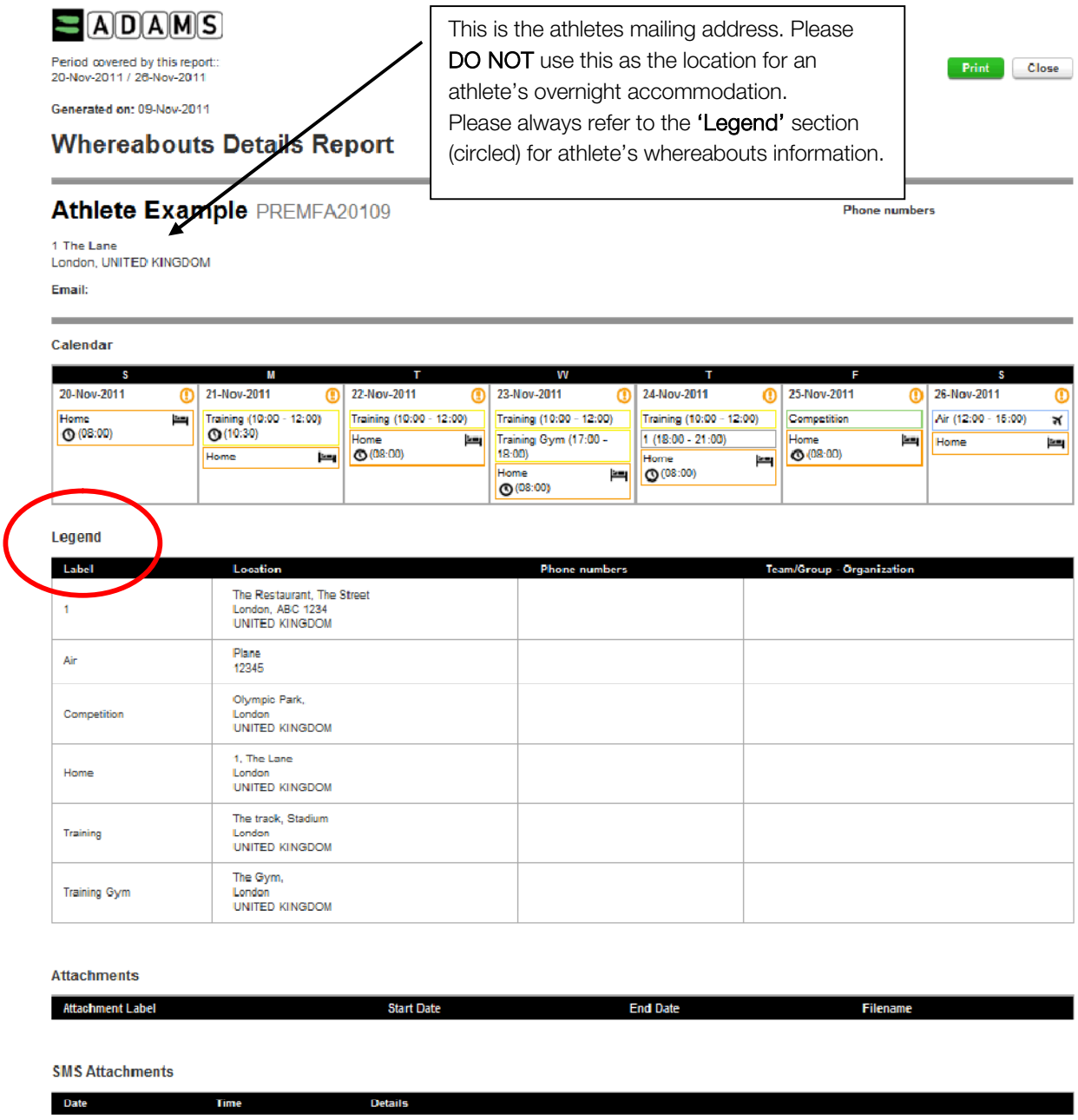
For athletes providing Whereabouts on ADAMS, go to the 'Athletes' tab and click on 'Whereabouts Details' (for Athletes not providing Whereabouts on ADAMS please see the Mission Order Instructions tab).



Select whether you would like to view only details or a calendar and details view. Note – the default is calendar and details. The start and end dates will be set for the time period on the Mission Order.



Click 'View' to retrieve a report similar to the one below:



This is the athletes mailing address. Please DO NOT use this as the location for an athlete's overnight accommodation. Please always refer to the **'Legend'** section (circled) for athlete's whereabouts information.

ADAMS

Period covered by this report::
20-Nov-2011 / 26-Nov-2011

Generated on: 09-Nov-2011

Print Close

Whereabouts Details Report

Athlete Example PREMFA20109

Phone numbers

1 The Lane
London, UNITED KINGDOM

Email:

Calendar

S	M	T	W	T	F	S
20-Nov-2011	21-Nov-2011	22-Nov-2011	23-Nov-2011	24-Nov-2011	25-Nov-2011	26-Nov-2011
Home (08:00)	Training (10:00 - 12:00) (10:30) Home	Training (10:00 - 12:00) Home (08:00)	Training (10:00 - 12:00) Training Gym (17:00 - 19:00) Home (08:00)	Training (10:00 - 12:00) 1 (18:00 - 21:00) Home (08:00)	Competition Home (08:00)	Air (12:00 - 15:00) Home

Legend

Label	Location	Phone numbers	Team/Group - Organization
1	The Restaurant, The Street London, ABC 1234 UNITED KINGDOM		
Air	Plane 12345		
Competition	Olympic Park, London UNITED KINGDOM		
Home	1, The Lane London UNITED KINGDOM		
Training	The track, Stadium London UNITED KINGDOM		
Training Gym	The Gym, London UNITED KINGDOM		

Attachments

Attachment Label	Start Date	End Date	Filename

SMS Attachments

Date	Time	Details

You will be taken to a printer friendly version of the athlete's whereabouts in the style you have chosen. If you chose to view calendar view plus details, you will see the athlete's whereabouts as above.

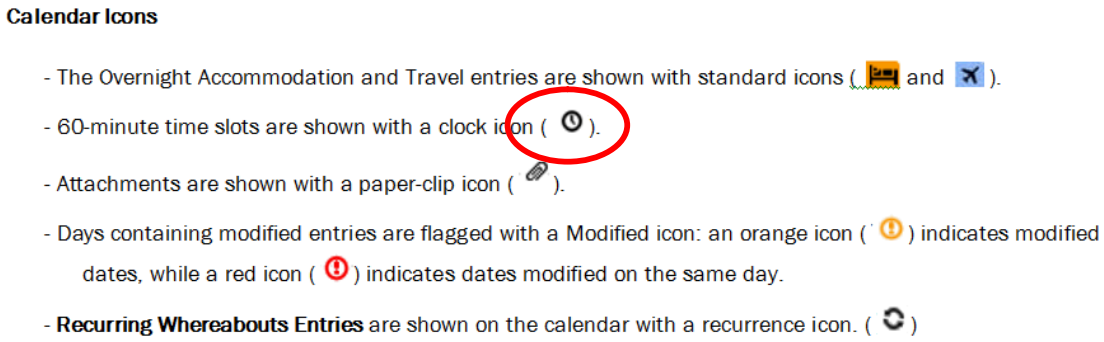
Print this page and send back with the OOC DCO report and paperwork.

Reading Athlete Whereabouts

When an athlete in the National Registered Testing Pool (NRTP) inputs their details into ADAMS, each entry category is shown with a unique background colour:

- Orange for "Overnight Accommodation" (formerly: "Daily Overnight Residence"),
- Green for "Competition",
- Yellow for "Regular Activity" (formerly: "Training"),
- Blue for "Travel",
- Grey for "Other".

Below are the calendar icons which correspond with each entry category. Most notably, the 'In Hour' time slot is denoted by a clock icon as indicated below:


Calendar Icons
- The Overnight Accommodation and Travel entries are shown with standard icons (and).
- 60-minute time slots are shown with a clock icon ( ).
- Attachments are shown with a paper-clip icon ( ).
- Days containing modified entries are flagged with a Modified icon: an orange icon ( ) indicates modified dates, while a red icon ( ) indicates dates modified on the same day.
- Recurring Whereabouts Entries are shown on the calendar with a recurrence icon. ( )

The Whereabouts details should include as a minimum the Athlete's 'Overnight Accommodation' highlighted in orange and the one hour testing slot (In Hour). The start time of the In Hour slot will be indicated in brackets next to the appropriate location.

Full address details for all locations can be found in the **'Legend'** section at the bottom of the Whereabouts Details Report.

Locating an "In-Hour" time slot

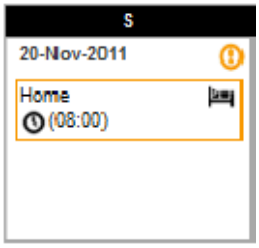
The time and location of an "in-hour" test can be identified on ADAMS by a clock icon and a time in brackets from when the hour time slot commences (see example below).

In this case the one-hour slot has been entered from 08:00 until 09:00 at the athlete's home address.

The examples below detail when an out-of-competition DCO should attempt an individual "in-hour" test.

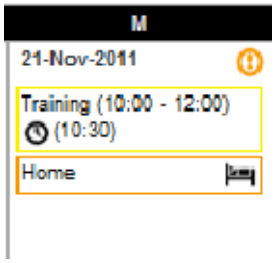
Example 1: In-hour slot at "Overnight Accommodation"

The athlete has entered their "in-hour" slot to be at their "Overnight Accommodation" and between the hours of 08:00 and 09:00.



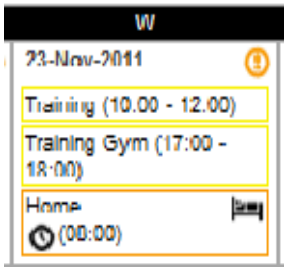
Example 2: "In-hour" time slot during "Regular Activities"

The athlete has indicated that they will be training from 10:00 until 12:00. The athlete is able to specify a one hour slot anytime within this training. In this example, the athlete has specified their "in-hour" slot between 10:30 and 11:30.



Example 3: Several location entries for one day

The athlete has detailed their "Regular Activity" and "Overnight Accommodation", as well as a second training location entitled "Training Gym" which takes place between 17.00 and 18.00.



Please be aware that when there are multiple entries with a time period of an hour, the "in-hour" slot is identified by the clock icon. Therefore, this example shows the "in-hour" slot as the "Overnight Accommodation" between 08.00 and 09.00

Out-of-hours testing

The time slot for an out-of-hours test will be recorded on the mission order. The mission order will also state a specific location for the test, or indicate which address on the athlete's ADAMS whereabouts should be used (e.g. athlete's overnight accommodation).

ADAMS SMS updates

Athletes are advised to update firstly direct into ADAMS and then to use the update mechanisms (SMS, phone or email) to update any last minute changes. Athletes may update at any time up to one minute before their designated 60 minute time slot.

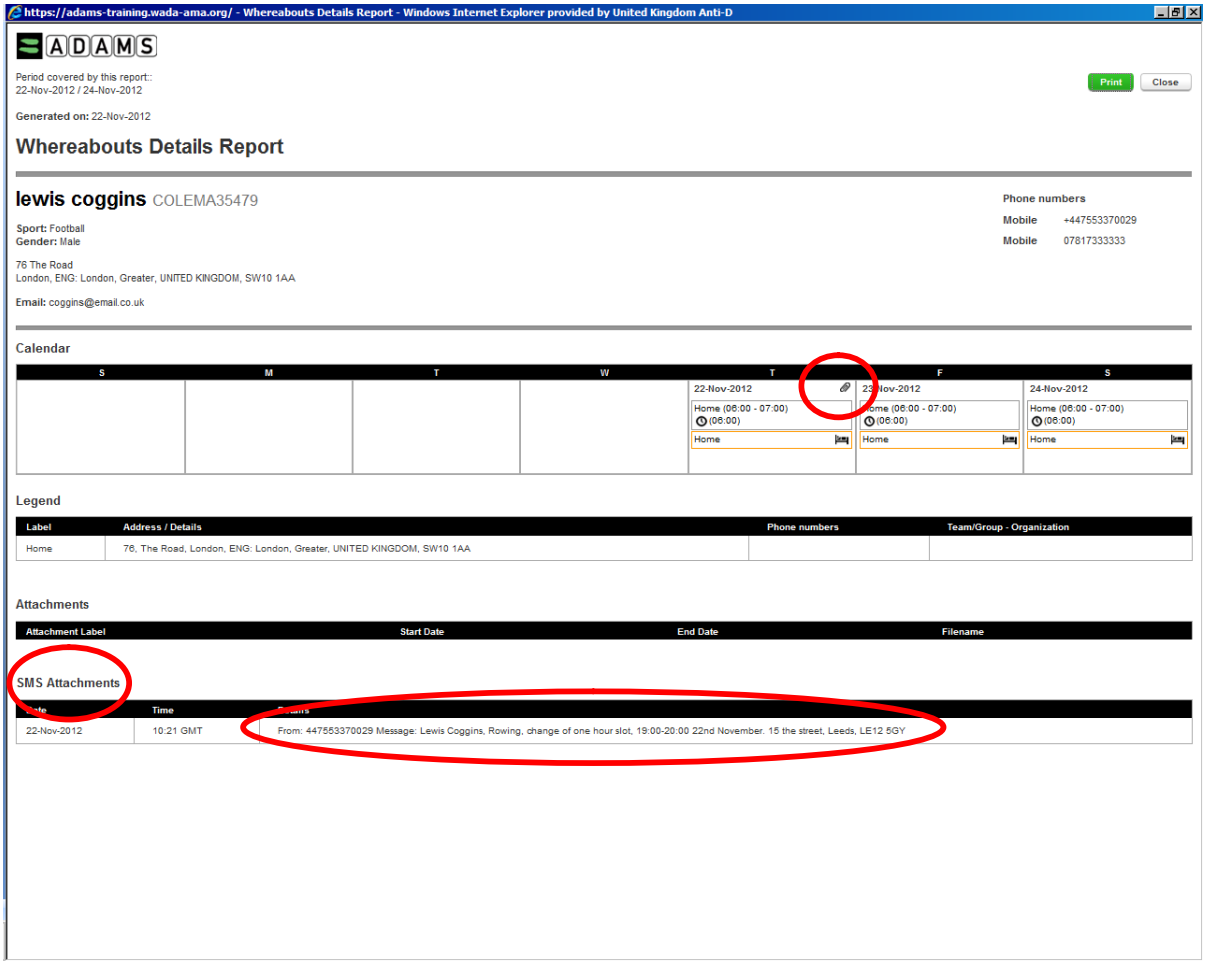
When an athlete sends an SMS update, this will attach to their Whereabouts Details Report.

PLEASE NOTE - THE SMS WILL ATTACH TO THE DATE ON WHICH THE SMS WAS SENT BUT NOT NECESSARILY TO THE DATE IT AFFECTS.

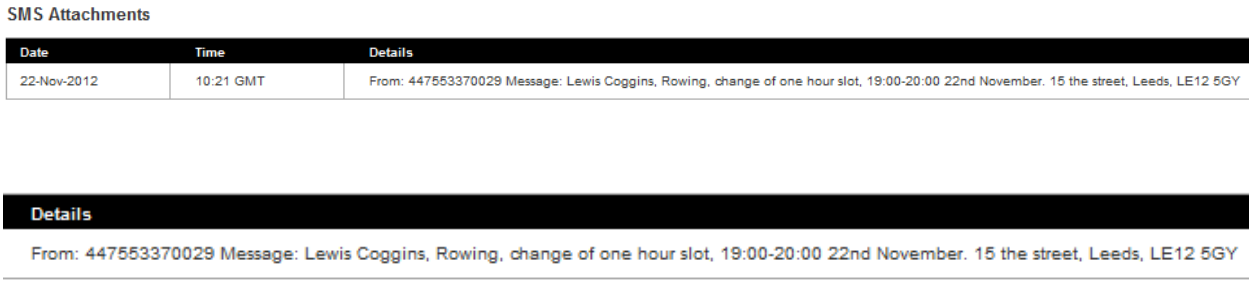
Athletes will be educated that their updates can only be made for a period of up to 24 hours from the time the text was sent. Therefore, DCOs will have access to an athlete's whereabouts for the day before and the day after a test is scheduled. The date(s) to attempt the test will be specified in the 'Special Instructions' on the mission order– 'Please attempt this mission on or between DDMMYYYY – DDMMYYYY'.

When an SMS update has been sent, a paper clip icon will appear on the date it was sent (the paper clip icon will NOT appear on the printed copy of the athlete's Whereabouts Details Report):

b.



The details and content of the SMS will be found under the 'SMS Attachments' heading at the bottom of the Whereabouts Details Report.



SMS Attachments

Date	Time	Details
22-Nov-2012	10:21 GMT	From: 447553370029 Message: Lewis Coggins, Rowing, change of one hour slot, 19:00-20:00 22nd November. 15 the street, Leeds, LE12 5GY

Details

From: 447553370029 Message: Lewis Coggins, Rowing, change of one hour slot, 19:00-20:00 22nd November. 15 the street, Leeds, LE12 5GY

Please note - Not all paper clip icons reflect a SMS update. They may also appear on an athlete's whereabouts if the athlete attaches a document e.g. flight information or schedule to their whereabouts. This information will appear in the 'Attachments' section of the Whereabouts Details Report (found above the SMS Attachments).

Key Contacts

Should you have any difficulty logging into the system or forget your password please contact either:

Emma Price
Tel: 0207 842 3487
Email: emma.price@ukad.org.uk

Louise Strang
Tel: 0207 842 3498
Email: louise.strang@ukad.org.uk